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ABSTRACT

The 1975 edition of the handbook covers five major areas: the constitution and bylaws of the faculty; statement of policy for the faculty; faculty salary schedule and fringe benefits; organization of the college; and college policies and procedures. Specific regulations are given regarding academic freedom, appointment, contracts and tenure, department chairmen, rank and promotion, leaves of absence, resignations and dismissals, and retirement. (LBE)

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**FACULTY
HANDBOOK**

1975-76



U.S. DEPARTMENT OF HEALTH,
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WAYNESBURG COLLEGE

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PREFACE

The Waynesburg College Faculty Handbook for 1975-76 is similar to the 1974-75 edition. Section 14 of Article III of the faculty by-laws, as approved in December, 1974, has been included. The section describing the administration of the college has been revised. A section on the use of college facilities has been added and information about professional staff benefits, office hours, and vacations has been included in pertinent sections. Again, we thank all who helped with the revision.

G. Wayne Smith
August 1, 1975

CHAPTER I
THE CONSTITUTION AND BY-LAWS OF THE
FACULTY OF WAYNESBURG COLLEGE

Constitution for the Faculty

Article I

Section 1: Membership: The faculty of Waynesburg College shall consist of all members of the teaching staff who are in full-time service at the college, members of the teaching staff in part-time service who hold professorial rank, all principal and senior administrative officers, professional library personnel holding faculty rank, and any others who may be included in Article I, Section 1, of the by-laws.

Section 2: Suffrage: All members of the faculty of Waynesburg College shall have the right to vote.

Section 3: Quorum: A quorum shall consist of a majority of those who have suffrage.

Section 4: Professional librarians holding professorial rank are hereby considered to be members of the teaching faculty of Waynesburg College within the meaning of the Constitution of Waynesburg College, the By-Laws for the Faculty of Waynesburg College, and all policies established in pursuance thereof. (Faculty amendment, May 6, 1970)

Article II

Section 1: Chairman: The academic dean shall serve as chairman of the faculty. In his absence, the president may designate a temporary chairman.

Section 2: Secretary: At the first meeting of each academic year a secretary shall be elected by the faculty. It shall be the duty of this officer to keep the minutes and to have them duplicated and distributed to all members after each meeting.

Section 3: Marshal: At the first faculty meeting of each year a marshal and an assistant marshal shall be elected by the faculty from its own membership. These officers shall be in charge of all academic processions.

Article III

Section 1: Meetings: The faculty shall hold regular meetings once each month from September to May at a time when all faculty members are free from scheduled class responsibilities (Faculty amendment, November 7, 1972). The meetings are to be called by the academic dean or, in his absence, the president.

Section 2: Notice of Meetings: Written notice of all regular faculty meetings must be sent to each member of the faculty at least one week in advance. Copies of all items of new business to be voted upon must be submitted to the faculty at least one week in advance of the meeting. The meeting agenda may include these new business items or any old business. After the meeting agenda has been completed, other business may be brought to the floor; but that business may not be voted upon until the next regular or special faculty meeting. (Faculty amendment, November 7, 1972)

Section 3: Special Meetings: A special meeting may be called at any time by the president or the academic dean. A special meeting must be called when it is requested in writing by five members of

the faculty. The call for such meetings shall be given in writing at least three days in advance and shall include a statement of the purpose of the meeting.

Article IV

Powers: The faculty shall legislate in all matters relating to the academic program and to the achievement of academic excellence, such as academic standards, admissions, curriculum, graduation requirements, and academic probation. The faculty also shall approve and recommend to the board of trustees all candidates for earned degrees.

Article V

Amendment: This constitution may be amended at any regular faculty meeting by a two-thirds majority vote of those present, provided the amendment has been submitted in writing to all members of the faculty at least ten days prior to the meeting.

By-Laws

For The Faculty

Article I

Faculty Membership

Section 1: Membership: All members of the faculty and administrative staff having faculty membership at the time of the adoption of the revised constitution (1965) shall retain that membership.

Section 2: Principal and Senior Administrative Officers: The principal and senior administrative officers to which reference is made in Article I, Section 1, of the constitution shall be as

follows: Principal Administrative Officers - Academic Dean; Dean of Student Life; Vice President, Business and Finance; and Vice President for College and Alumni Relations and Development. Senior Administrative Officers - Registrar; Librarian; Assistant Dean of Student Life (Board of Trustees, September 12, 1969); Director of Admissions; Director of Athletics; and Director of Religious Activities (Board of Trustees, May 24, 1969). This section shall in no manner limit the board of trustees and the president in changing the categories and officers noted above.

Section 3: Members of the teaching staff who are not in full-time service at the college and professional personnel not designated as faculty may participate in all discussions at faculty meetings.

Article II

Organization of Standing Committees

Section 1: Appointments to all standing committees shall be made in accordance with the procedures set forth in Article III,

Section 1, of these by-laws.

Section 2: The president and the academic dean shall be ex-officio members of all committees except the Committee on Committees and the Faculty Conference Committee.

Section 3: Each committee shall be convened initially by the academic dean and shall select its own chairman.

Section 4: No faculty member shall serve more than three consecutive years on any one standing committee. This provision applies to only those faculty members who are elected by the faculty (Faculty amendment, May 1, 1973).

Article III

Definition of Standing Committees

Section 1: Committee on Committees: At the first faculty meeting of each academic year a Committee on Committees, consisting of three members shall be elected. This committee shall nominate all other standing committees, except the Faculty Planning and Development Committee, prior to the May meeting of the faculty, at which time those committees shall be elected. This committee shall also be responsible for the nomination of such ad interim persons as may be needed to complete the work of any committee. No action of the Committee on Committees shall preclude nominations from the floor.

Section 2: Faculty Planning and Development Committee: This committee shall consist of one member of the full-time teaching faculty of each academic department, elected (Faculty amendment, January 31, 1972) at the beginning of each academic year by the respective department (Faculty amendment, May 12, 1969) and one member of the professional staff of the library elected to it by the librarians (Faculty amendment, May 6, 1970). No member shall serve more than three consecutive years. The committee shall be responsible for making recommendations to the faculty with respect to curriculum development and the academic program. The committee also shall act in a liaison capacity between the faculty and the president and his principal administrative officers in regard to institutional matters of general concern to the faculty.

Section 3: Admissions Committee: This committee shall consist of five members of the teaching faculty, three student representatives

appointed by the president of the student body (Faculty amendment, January 20, 1970), and those administrators, designated by the president, not to exceed three, who have primary responsibility for the college admissions program. Other members of the administrative staff may sit with the committee upon the invitation of the committee. The committee shall concern itself with admissions policies. The members of the committee shall also be prepared to take action on specific applications. The student members shall serve on the committee only in a policy-making function (Faculty amendment, January 20, 1970).

Section 4: Academic Standards Committee: This committee shall consist of six members of the teaching faculty and those administrators designated by the president, not to exceed three, who are concerned with the maintenance of academic standards. It shall be responsible for studying and maintaining academic standards in accordance with regulations adopted by the faculty.

Section 5: Faculty Conference Committee: This committee shall consist of three tenure-holding members of the teaching faculty. It shall confer at least once a year with the board of trustees Committee on Academic Matters to consider problems of concern to the faculty.

Section 6: Religious Life Committee: This committee shall consist of four members of the teaching faculty, four student representatives appointed by the president of the student body, and those administrators designated by the president, not to exceed three, who have primary responsibility for the religious life activities. The committee shall be responsible for religious services and such

other activities as may promote the religious life of the campus.

Section 7: Library Committee: This committee shall consist of six members of the teaching faculty and the librarian. The committee shall be responsible for policy in matters concerning the operation of the library.

Section 8: Financial Aids Committee: This committee shall consist of five members of the teaching faculty and those administrators designated by the president, not to exceed three, who have primary responsibility for financial aids. The committee shall establish policies concerning eligibility for financial assistance. The committee shall be prepared to take action on specific applications.

Section 9: Athletic Committee: This committee shall consist of five members of the teaching faculty and those administrators designated by the president, not to exceed three, who have primary responsibility for the athletic program. The committee shall establish policies with respect to the intercollegiate, intramural, and recreational programs of the college.

Section 10: Special Events Committee: This committee shall consist of three members of the teaching faculty, five students selected by the student senate, and two administrators designated by the president. One of the three members of the teaching faculty shall be selected for a one-year term, one for a two-year term, and one for a three-year term, beginning with the 1974-75 academic year. As each of these terms expires, successors shall be selected for three-year terms. The committee shall be concerned with policies respecting the development and implementation of the concert-lecture series, the liberal arts forum program and other cultural

programs (Faculty amendments, October 3, 1972 and December 4, 1973).

Section 11: Faculty Research Committee: This committee shall consist of five members of the teaching faculty. The committee shall recommend policies concerning the granting of college funds for faculty research projects and shall evaluate applications for faculty grants.

Section 12: International Education Committee: This committee shall consist of six members of the teaching faculty, three student representatives appointed by the student senate and two administrators appointed by the president. The committee shall be responsible for the promotion of interest in international education and the formulation of policies concerning international education. (Faculty amendment, January 19, 1971)

Section 13: Teacher Education Committee: This committee shall consist of faculty members representing each department that is involved with the teacher education program; two students, one representing elementary and one secondary education, to be appointed by the student senate; and the registrar, who is involved with certification, to be appointed by the president. It shall be the responsibility of this committee to implement the standards, policies, and procedures necessary for Approved Program status. (Faculty amendment, March 30, 1971)

Section 14: Campus Beautification Committee: This committee will consist of three members of the teaching faculty (one of whom shall be the elected chairman), those student representatives appointed by the president of the student body, not to exceed three, and those administrators designated by the president, not to exceed three.

The committee will concern itself with recommendations for the improvement of the campus' landscape. Specifically, it will recommend to the Administration plans and priorities with respect to areas in need of landscape projects (e.g. removal, replacement and maintenance of trees and shrubs; walkways, walls, and parking areas; flower beds and gardens, ground covers; building materials for walks, walls, and railings; outdoor lights; and a master plan for the future continued landscaping of the campus). (Faculty amendment, December 10, 1974)

Article IV

Parliamentary Authority: Robert's Rules of Order shall govern all proceedings of the faculty except in such cases as are covered by the faculty constitution, the by-laws, and by special rules which may be adopted by the faculty.

Article V

Amendment: The faculty may enact new by-laws and repeal or amend existing by-laws by majority vote, provided written notice of the proposed changes shall have been submitted to all members of the faculty ten days prior to the meeting.

CHAPTER II
STATEMENT OF POLICY
FOR THE FACULTY
OF
WAYNESBURG COLLEGE

Academic Freedom

A member of the faculty of Waynesburg College shall have full academic freedom in the classroom in presenting his subject material. He shall be free to speak, write, or act as a citizen without institutional censorship or discipline or any obligations except such as are imposed by his position in the community and his responsibilities as a professor of this college. He shall be free to unite with any recognized association of college or university professors and to do so without prejudice.

Appointment to the Teaching Faculty

Appointments to the teaching faculty are made by the board of trustees, on recommendation of the president of the college. Negotiations for the appointment of new faculty members are usually initiated by the departmental chairman. Decisions are made cooperatively by the chairman, academic dean, and the president of the college.

Contracts and Tenure for the Teaching Faculty

The terms of employment for a member of the faculty shall be stated in writing on or before April 15. The case of each faculty

member not under tenure shall be reviewed each year by the departmental chairman, the academic dean, and the president of the college. At the end of the fourth year a complete review shall be made and the faculty member informed of the intent of the college concerning tenure. Tenure shall be awarded to any member of the faculty of professorial rank who has served at Waynesburg College for five years, unless by September 1 of the fifth year notice has been given of non-reappointment for the sixth year. Except in extraordinary circumstances, tenure shall not be awarded to any person who has served for less than three years. An instructor is ineligible for tenure.

Appointment and Tenure of Departmental Chairmen

The chairman of a department, who serves as the chief representative and administrator of his department, shall be appointed by the president and the academic dean, following individual consultation with the members of the department; appointment should be in conformity with the department members' judgment. The chairman shall not have tenure in his office; his tenure as a faculty member is a matter of separate right. He shall serve for a term of three years, but without prejudice to reappointment by the foregoing procedure. Faculty members may not serve as chairmen after reaching the age of 65. (Board of Trustees, May 16, 1970)

Rank and Promotion

Policy

It is assumed that each faculty member will have those traits

of character consistent with the ideals of Waynesburg College. Effective teaching is the most prized quality of faculty members at the college, but scholarly or creative activity and good teaching are viewed as closely related aspects of the work of a faculty member. Hence, it is normally expected that a teacher will continue to work creatively in order to improve himself. Promise of improvement both as teacher and scholar is considered not only when one is appointed to the faculty, but also later when a faculty member's performance is evaluated for possible change of status. It is expected also that each faculty member will willingly serve on committees and in other extracurricular activities.

The following statements pertain to qualifications of persons holding the several faculty ranks at the college:

Lecturer: A person appointed to this rank shall have training or experience which is of special value to the college. In general, he is not to be considered as a permanent member of the faculty.

Instructor: This rank will be granted preferably to a prospective faculty member with the master's degree who has an excellent record as a graduate student and who shows promise of excellence as a teacher and scholar.

Assistant Professor: Appointment or promotion to this rank will normally be limited to those who have the earned doctorate or who have completed the master's degree, are actively pursuing work toward the doctorate, and have successfully completed one year of teaching at the college level.

Associate Professor: This rank will be granted preferably to those who hold the earned doctorate and who have completed success-

fully three years of teaching at the college level.

Professor: An individual appointed or promoted to this rank shall customarily hold the earned doctorate and have completed successfully five years of teaching at the college level.

Promotions of the Teaching Faculty

Promotions are made by the Board of Trustees on recommendation of the president of the college. Decisions regarding recommendations for promotion are made cooperatively by the departmental chairman, the academic dean, and the president of the college.

Leave of Absence

The privilege of sabbatical leave for a semester or for an academic year is open to full-time faculty members after a period of service to the college of not less than six years.

The member utilizing this leave of absence must engage in a genuinely educational activity such as study, research, writing, or travel.

The remuneration during such leave shall be fifty per cent of the annual salary for the year preceding the leave.

The privilege of a one-year leave of absence without remuneration shall be open to faculty members upon approval of the president.

All requests for sabbatical leaves or leaves of absence should be presented to the president of the college at least one semester prior to the time for which the leave is requested.

Resignations and Dismissals

Resignation

Any member of the teaching staff who does not plan to continue in the employ of the college the following year should submit written notification to the academic dean by March 15 of the final year.

Termination of Appointment of Teaching Faculty

1. Faculty not on Tenure: Notice of non-reappointment or of intention not to recommend reappointment should be given in writing:

- (a) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

- (b) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

- (c) At least twelve months before the expiration of an appointment after two or more years in the institution.

2. Faculty Member on Tenure: Appointments of faculty on tenure may be terminated only for proper cause, such as professional incompetence or irresponsibility, neglect of duty, inability to perform duties, or gross personal misconduct.

Matters of unsatisfactory service should if possible be adjusted initially by mutual arrangement between the individual faculty member and the academic dean and the president.

In all cases the faculty member shall be informed of the charges against him. Where the facts are in dispute, he shall, if he so requests in writing within seven days of being notified that dismissal action is projected, be entitled to have these reasons, as well as testimony on his behalf, investigated by a committee of five members of the teaching faculty, two selected by the accused faculty member, two by the president, and one selected by these four. The accused individual shall have the opportunity to be heard in person before the committee and be permitted to be represented by counsel. A full stenographic record of the hearing shall be kept. In cases of alleged incompetency, the testimony shall include that of teachers or other scholars from this or other colleges. The committee's findings and its recommendation shall be submitted to the trustees before any action is taken by them.

3. Payment: If the college terminates an appointment, the faculty member on tenure shall receive full pay at his current salary for at least one year after date of dismissal, and the faculty member on a term appointment shall receive full pay at his current salary for a period of six months or until the end of the term of appointment, whichever is shorter. However, if the faculty member has

been guilty of moral turpitude, or conduct detrimental to the college, the board of trustees shall determine what payment, if any, shall be made beyond the date of dismissal, taking into consideration the length and quality of service of the faculty member prior to the facts constituting the basis for dismissal.

Termination of Full-Time Administrative Staff Appointments

Although administrative officers do not enjoy "tenure" in their administrative positions, the college provides notice of termination, similar to notices for non-tenured teaching faculty as follows:

1) For persons with less than one year of continuous full-time employment at Waynesburg College, three months notice; 2) For persons with at least one year of continuous full-time employment at Waynesburg College, six months notice; 3) For persons with at least two years of continuous full-time employment at Waynesburg College, twelve months notice; 4) When "cause" (unsatisfactory service) is involved, summary dismissal may be warranted.

Retirement Policy

Participation: The retirement plan of Waynesburg College shall be available for all full-time members of the teaching faculty and professional administrative staff. Participation shall be required for those who have completed one year of service and have attained age thirty. Except as provided below, participants in the retirement plan shall retire at the end of the academic year in which they attain age sixty-five, herein called normal retirement age. For retirement purposes, the academic year shall coincide with the fiscal year - July 1 to June 30. (Board of Trustees, May 20, 1967)

Benefits for retirement prior to age sixty-five will be dependent upon the income as provided by the accumulated monies in the individual's annuity fund with the insuring company. By mutual agreement, a member of the instructional staff may continue in full-time active service, on a year-to-year basis, but not beyond age seventy.

Contributions: Each participant in this retirement plan shall contribute seven per cent of his regular monthly compensation; Waynesburg College shall deduct such contributions from compensation payments, add an equal amount as its contribution, and forward these combined sums to the insuring company as the premium for the retirement annuity contract on the participant's life.

Contributions During Leaves of Absence: During leave of absence on part pay, the participant will continue the seven per cent contribution, as will Waynesburg College. Should the participant desire to contribute on the basis of his full-time compensation, Waynesburg College will match this contribution.

Ownership: The retirement annuity contract shall be owned by the individual and shall constitute a contract between him and the insuring company.

Supplemental Benefits: It is the sense of the Board of Trustees, that, upon a faculty or administrative staff member's completion of thirty-five years of active service beyond age thirty at Waynesburg College, the retirement program shall be designed to provide for one-half the average annual contract salary of the last five years of active employment, including such sums as may be payable to the faculty person through law or through annuity plans purchased jointly

by the college and the individual concerned. Anyone whose retirement income, upon the completion of thirty-five years of service and attainment of age sixty-five, does not meet the standard provided above shall receive supplemental benefits from the college in an amount to cause this standard to be met.

Faculty members who were employed by the college in 1960 and have twenty years of service at the time of retirement are to receive supplementary retirement benefits, with the objective of assuring the faculty member that his retirement benefit when coupled with social security benefits will equal one-half of his salary at the time of retirement. (Board of Trustees, June 30, 1960) The "time of retirement" referred to in the preceding sentence shall be considered to be the "normal retirement" age of 65. (Board of Trustees, May 15, 1971)

Amendment: While it is expected that this plan will continue indefinitely, Waynesburg College reserves the right to modify or discontinue it at any time.

CHAPTER III

FACULTY AND STAFF SALARY SCHEDULE AND FRINGE BENEFITS

Faculty Salary Schedule

The following basic salary schedule, excluding fringe benefits, was adopted by the Board of Trustees for the teaching faculty on February 2, 1970:

Professor	13,050	13,703	14,388	15,107	15,862	16,655	17,488
Assoc. Prof.	10,660	11,193	11,753	12,341	12,958	13,606	14,286
Ass't. Prof.	9,190	9,650	10,133	10,640	11,172	11,731	12,318
Instructor	7,720	8,106	8,511	8,937	9,384	9,853	10,346

The odd figures result from the fact that each step in each rank is five per cent greater than the preceding step. Professional administrative staff salaries have not been placed on a schedule. However, it has been college policy to provide staff personnel with the same percentage increases as members of the teaching faculty.

Salary Payments

Faculty and staff members are paid over a twelve-month period. Checks are issued on the first of each month for the preceding month and are placed in the individual's mailbox. If the first day of the month falls on Sunday the checks will be distributed on the following Monday. A newly employed teaching faculty member receives the first regular pay check on October 1. Because of possible income tax complications, the January 1 check cannot be distributed prior to that date. Summer school salaries for the teaching faculty are paid in a lump sum at the end of each summer session. If the faculty or staff member does not plan to be on campus on pay day, he should notify the payroll clerk, who will mail the check or deposit it in

the individual's checking account.

Group Insurance and Hospitalization Benefits

The college has a group insurance policy with the Prudential Insurance Company of America, which includes a term life insurance policy, including accidental death and dismemberment provisions for each member of the faculty and professional staff. In addition, members and their dependents are covered by a hospital expense insurance policy and a surgical expense insurance policy. A major medical insurance policy is designed to supplement the basic hospital and surgical expense plans. Also included is x-ray and diagnostic coverage. The policies are explained in detail in Your Group Insurance Plan, a booklet available upon request at the business office. The premiums charged for these benefits are shared by the member and the college.

In cases where the need for hospitalization is known in advance, the faculty or professional staff member should secure the necessary forms from the business office and present them to the personnel at the hospital. If it is an emergency, simply identify yourself to the hospital authorities as a college employee.

Retirement Income and Total Disability Income Protection

The retirement plan of Waynesburg College is available for all full-time members of the teaching faculty and professional administrative staff, and is handled through the Teachers Insurance and Annuity Association (T.I.A.A.). A member is eligible for participation in the retirement program when service first begins at the college. However, participation is compulsory after one year of

service and the attainment of age 30. The participant contributes seven per cent of the annual salary and the college matches that figure. The retirement annuity contract is owned by the participant and is a contract between the faculty member and the insurance company.

The purpose of the T.I.A.A. plan is to assure a fixed annuity based upon the amount contributed to the fund. Some years ago, T.I.A.A. established the College Retirement Equities Fund (C.R.E.F.). The purpose of C.R.E.F. is to provide a variable annuity by means of a diversified common stock fund which, it is hoped, will provide greater purchasing power than would be provided if all contributions were invested in a fixed annuity program. Under the C.R.E.F. program, the amount of money received during retirement will vary according to the market value of the common stock fund.

After one year's service, members are eligible for membership in the group total disability benefits insurance of T.I.A.A. For those who previously have been covered by T.I.A.A., no waiting period may be necessary. During any period of disability, the college continues the salary of a full-time faculty or staff member for a period of six months. After a six-month period, the T.I.A.A. plan provides for a monthly income equal to 60 per cent of the first \$1,000 of the monthly salary and 40 per cent of the salary above \$1,000, less any social security benefits, not to exceed \$1,000 per month. This income would be payable until the member reaches the age of 65. During any period of such disability, the plan also provides for a waiver of retirement income premiums, thereby allowing the annuity to continue in force with the same rate of growth as

though the premium payments were being made. The cost of the above total disability protection is shared by the member and the college.

The retirement plan provides for voluntary retirement at the age of 62, normal retirement at the age of 65, and compulsory retirement at the age of 70. The individual's retirement becomes effective at the end of the academic year in which the appropriate age is attained. For retirement purposes, the academic year coincides with the fiscal year, July 1 to June 30.

Workmen's Compensation

As required by law, all employees are covered under state workmen's compensation for which the college pays all premiums. This covers on-the-job accidents and occupational illnesses, and, in most instances, all doctor and hospital charges. Since the regular group insurance plan also covers these cases, only one claim may be entered, either against the group policy or against workmen's compensation.

Social Security

All employees of the college are entitled to benefits under the Social Security Act. The act provides certain disability and survivorship benefits of special importance where there are dependent children.

Tuition Remission

The tuition remission policy for the children and spouses of faculty members and professional staff employees of the college is as follows:

1. Upon admission to Waynesburg College, the child of such full-time employee shall be entitled to a remission of

- tuition. This privilege shall cease upon the attainment of the bachelor's degree, or age 25, whichever is first.
2. In the event of the death, disability, or retirement at age 62 or later, of the employee, the tuition remission privilege shall be extended to include any child admitted within eight years of said death, disability, or retirement. This privilege shall cease upon the attainment of the bachelor's degree, or age 25, whichever is first.
 3. Upon admission to Waynesburg College, any full-time professional employee shall be entitled to remission of tuition. The amount of course work to be taken shall be in accordance with regulations established by the administration. The privilege shall cease upon the termination of employment.
 4. Upon admission to Waynesburg College, the spouse of a full-time professional (faculty and staff) employee shall be entitled to remission of tuition.
 5. Upon admission to Waynesburg College, the spouse of a full-time non-professional employee shall be entitled a remission of one-half tuition. The privilege shall cease upon the termination of employment of the full-time employee, except in case of his death or disability. In such instance, the spouse's privilege shall cease upon the attainment of the bachelor's degree.
 6. Special cases not covered by this statement of policy will be considered by the Board of Trustees upon recommendation of the administration.

Tuition charges are paid by scholarship awards which are handled by the financial aid officer in the student life office. The matriculation fee and other student fees are not remitted. The normal procedure for new students, covered under the tuition remission policy, is to complete an application for admission, where the matriculation fee is collected, sign the financial aid award form in the student life office, and pay the business office any other fees or charges that are due.

Housing Aid

The college will help a faculty or staff member locate a home. The college owns a few houses which are rented to faculty and staff members according to an established policy. Under certain conditions, the college will grant a mortgage to a faculty or staff member who wishes to purchase a house. The details of the rental housing policy and the mortgage loan policy are available in the business office.

Loans to Advanced Degree Candidates

Any faculty or staff member pursuing work toward an advanced degree may apply to the college for a tuition loan. Inquiries regarding such a loan should be made in writing and addressed to the academic dean. Upon approval of the loan, the faculty or staff member will be asked to sign a loan agreement in the business office which provides for repayment or cancellation.

Moving Expenses

The college pays one-half of the cost of moving the household goods of a newly employed faculty or professional staff member to

Waynesburg when the total cost is \$600 or less. The maximum college contribution is \$300 when the expense is greater than \$600.

Value of Fringe Benefits

Taken together, the fringe benefits described above have a value which is about 15 per cent of average annual salaries. The total value of certain of these, easily reducible to a dollar figure and reported to the A.A.U.P. for its annual salary survey of 1974-75, was as follows for the faculty rank indicated: professor, \$2,311; associate professor, \$2,042; assistant professor, \$1,749; and instructor, \$924.

Summary Statement on Fringe Benefits

This statement is not intended to give the full details of all the fringe benefits. Nor does this summary description of the various plans grant specific rights to the faculty or staff member. These are to be obtained from the resolution of the trustees and the appropriate administrative regulations, both of which will be made available for your examination upon request. Faculty and staff members having specific questions are encouraged to come to the business office.

CHAPTER IV

ORGANIZATION OF THE COLLEGE

Board of Trustees

Waynesburg College began operation in September, 1849, and was chartered by the Pennsylvania State Legislature on March 25, 1850. From time to time, the charter has been amended with respect to the number of members on the governing board and also with respect to the church relationship.

At present, the charter provides for 34 trustees, a majority of whom must be members of the United Presbyterian Church in the U. S. A. Members of the board are elected for terms of three years. Eleven members are elected each year, eight of whom are nominated by the board itself and three by the Alumni Association. The president of the college is an ex-officio member.

There are five major committees of the board: executive; academic matters; student life; development, alumni, and college relations; and finance and property.

Administration

The operations of the college are divided into five major areas of activity. Each area of activity is headed by an officer who is responsible to the president. The titles of these officers and the functions which they supervise are listed below. This list is not intended to be complete but to indicate the kinds of activities which each officer supervises:

a. Vice President for Academic Affairs

The area of supervision of this vice president includes all matters pertaining to academic policy, such as the departments, the curriculum, and academic standards. The faculty reports to him, as does the librarian, the registrar, and the assistant to the vice president who serves as director of continuing education and director of placement. The summer programs also fall within his scope of activity and are directed by the assistant to the vice president. In the absence of the president, the vice president for academic affairs serves as acting president.

b. Vice President for Student Life

In general, as the title indicates, activities relating to student living are under the supervision of this vice president. In addition, he supervises the financial aid program and the athletic program. Reporting to him is the assistant dean of student life (director of student housing), the assistants for financial aid, the director of athletics, the college nurse, resident advisors, resident directors, and director of the student union.

c. Vice President for Business and Finance

The area of supervision of the vice president for business and finance includes the non-professional staff, activities relating to buildings and grounds, food service, various college supplies and services, the budget and financial records, data processing, the insurance program, and personnel services. He administers the fringe benefits

program of the faculty. Reporting to him are a business manager (part-time), the data processing director, the superintendent of buildings and grounds, the cashier, and the director of campus security.

d. Vice President for College and Alumni Relations and Development

Included in this general area are all matters pertaining to alumni relations, college relations, and fund raising. Participation in the planning and coordinating of institutional objectives, and the formulation of college policies come within the jurisdiction of the vice president, as does the planning and coordinating of public functions of the college. Reporting to him are the director of college relations and the director of development.

e. Director of Admissions

The director of admissions and his staff (associate director and assistant directors) are responsible for the recruitment and admission of new students (freshmen and transfers) in accordance with policies established by the College. He and the director of college relations (see d., above) cooperate on college publications relating to student recruitment and admissions.

f. Assistant to the President

The assistant to the president provides general staff assistance to the president of the college and he reports directly to the president. Although normally he is not responsible for any particular administrative area or

program, the president may assign him special administrative responsibilities on a temporary or ad hoc basis from time to time. He will help to expedite the implementation of college policies and presidential decisions, and facilitate administrative communications and organization. As a part of and extension of the office of the president, he will from time to time, as the president may direct, speak directly for and officially represent the president.

Obviously, not all activities at the college fall neatly into any one of the areas described above. The performance of many functions requires coordination between two or more areas.

Faculty Departments

There are twelve academic departments. They are biology, business administration, chemistry and physics, education, English, fine arts, geology, history and social sciences, mathematics, modern languages, psychology, and religion and philosophy. The chairmen of the departments are the academic advisers of their majors. They work with the academic dean on such matters as the selection of new faculty, the scheduling of courses, and the preparation of departmental budgets. A faculty member should seek direction from his chairman with respect to college and departmental policies.

Creation of New Departments

The creation of a new department shall be initiated by the president and the academic dean. They may act independently or at the request of the faculty members directly involved. The creation of a new department shall in either case, be the result of

consultation among those involved. In no case shall a department be formed in which there will be fewer than three members, and the creation of any new department shall require the approval of the Board of Trustees.

CHAPTER V
COLLEGE POLICIES AND PROCEDURES

Academic Advisers

Faculty members serve as academic advisers to students majoring in their respective department. Advising assignments are made by the departmental chairmen. At preregistration time, advisers consult with students and approve course schedules for the next semester. The actual registration procedure is a responsibility of the registrar, who endeavors to see that students enter only those courses that have the approval of the academic adviser.

Academic Probation Policy

The purpose of the academic probation policy at Waynesburg College is to maintain academic standards and to identify and help those students whose performance indicates that they are not making satisfactory progress toward graduation. Since a 2.000 academic quotient (2.000 on a scale in which "A" is 4.000) is required for graduation, any semester academic quotient or cumulative academic quotient which is below 2.000 is unsatisfactory. The academic quotient is calculated by dividing the number of honor points earned by the number of semester hours attempted (excluding grades of "incomplete" or "pass"). The last grade earned in repeated courses is used in computing the academic quotient. The probation policy is administered by the Academic Standards Committee for the faculty.

Students who are not making satisfactory progress toward graduation are placed by the committee in one of several categories after a careful review of each record. Once placed on probation,

a freshman must attain a 1.750 cumulative academic quotient and an upperclassman must attain a 2.000 cumulative academic quotient to be removed from probation. The committee is open to conversations concerning any student whose record it reviews. The current probationary categories and guidelines are as follows:

1. On Warning. A freshman (defined for these probation guidelines as a student who has not attempted more than 38 semester hours) is placed on warning if the semester or cumulative academic quotient is below 2.000 but not lower than 1.750. Although not technically on probation, the work is not considered satisfactory.
2. Academic Probation. A freshman whose cumulative academic quotient is below 1.750 but not lower than 1.500 is placed on academic probation. An upperclassman whose cumulative academic quotient is lower than 2.000 is placed on academic probation. A student on academic probation should raise his academic quotient to 2.000 within three semesters. The committee will establish the academic quotient needed to achieve this objective. Failure to achieve this quotient will result in strict probation and the academic quotient for the following semester or semesters will be recalculated.
3. Strict Probation. A freshman whose cumulative academic quotient is below 1.500 but not lower than .750 is placed on strict probation. A freshman with an academic quotient lower than 1.000 is strongly advised not to return for the following semester. Upon return the student is placed on strict probation. An upperclassman on academic probation is

placed on strict probation if the academic quotient set by the committee is not achieved. An upperclassman in good standing is placed on strict probation if the cumulative average falls below 2.000 and the student has previously been on probation. A student on strict probation should achieve good standing within three semesters. The committee will establish the academic quotient necessary to achieve this objective. Failure to achieve this quotient could result in suspension.

4. Academic Suspension. A freshman whose cumulative academic quotient falls below .750 may be suspended. A student on strict probation who does not make the academic quotient set by the committee may be suspended. The usual period of suspension is a calendar year. A student who wishes to return should write a letter to the academic dean applying for readmission. A returning student is placed on strict probation and required to make an academic quotient set by the committee. A student who has been suspended twice for poor scholarship is ineligible for readmission.

Attendance Policy

There is no detailed college-wide attendance policy, however a student is expected to attend all classes and laboratories for which he is enrolled. Each instructor should indicate to his students in writing at the beginning of each semester the policy he intends to follow in his classes. It is understood that under certain circumstances it may be necessary for a student to be absent. If a student has been unavoidably absent, the instructor should permit him to make

up an examination or other work he has missed. An instructor should keep a record of attendance of his classes. Irregular class attendance should be reported to the student life office in order that counseling and guidance can be provided for those students who are having adjustment difficulties.

Bookstore

The college bookstore is owned and operated by the Book Exchange, Inc., a private concern. Textbooks and supplies should be ordered through the chairman of the department well in advance of the time when needed. Faculty members must order their own desk copies of texts directly from the publishers. Faculty members receive a ten per cent discount on books for their personal use, purchased at the bookstore.

Budget Preparation in Academic Departments

The preparation of the departmental budget begins early in the calendar year and is the responsibility of the department chairman. These budgets are reviewed by the academic dean, the president, and the Board of Trustees. Preliminary budget figures are usually available before July 1 which is the beginning of the fiscal year. Current budget categories are: clerical salaries, student assistants, furniture and equipment, telephone, miscellaneous, materials and supplies, professional advancement travel, and instructional travel.

Classroom Procedure and Reports

A temporary class roll will be supplied by the registrar for each class at the beginning of every semester or term. Faculty

members will be notified by the registrar when students are to be added to or dropped from the temporary class rolls. After the "drop and add" period is over, a permanent class list will be supplied. A student is considered withdrawn from a class when the instructor approves the student's petition to drop the course from his class schedule. Class roll books will be furnished by the academic dean at the instructor's request.

Classes are held Monday through Friday. They begin on the hour and dismiss at fifty minutes past the hour. It is assumed that classes will begin promptly, be held during the full period in the assigned place, and dismissed promptly. If an instructor cannot meet his class or classes, he should notify the department chairman or academic dean so that some other arrangement can be made. Classes are not to be scheduled or held during the convocation hours on Tuesday and Thursday.

Midsemester reports and semester reports of the grades and attendance of each student in each class are due in the registrar's office on the dates scheduled on the calendar. Final grades can be changed only if the instructor petitions the Academic Standards Committee indicating that an error was made in recording or reporting the grade to the Registrar. Petitions for change of grade must be submitted to the committee by the end of the first six weeks of the semester following the one in which the grade was earned.

Commencement

Commencement involves two programs at which the faculty members wear full academic attire. These functions are the baccalaureate

service and the commencement exercises.

Dining Hall Privileges

Faculty members may eat in the college dining hall, at the casual meal rate. Arrangements can be made through the dining hall manager for use of the private dining room by faculty committees and other groups.

Examinations

A period of two and one-half hours is scheduled at the end of each semester for a final examination in each course. The examination schedule is printed as a supplement to the schedule of courses. It is expected that the final examination will be held at the scheduled time.

Faculty Committees

The names of the standing committees are listed in the faculty by-laws. The faculty members on the 1974-75 committees are indicated in the faculty section of the 1975-76 catalogue. The 1975-76 committee memberships will be distributed to the faculty in a separate document.

Faculty Meetings

The faculty meets each month. The time and place of each meeting is announced by the academic dean.

Grading

The grading system is explained in the Academic Procedures section of the catalogue.

Grievances

The Faculty Conference Committee exists for the purpose of directing employment-connected grievances through the proper channels for attention. Should a problem develop with any faculty member which requires the attention of the committee, the faculty member is requested to submit a statement of the problem, in writing, in private, to any member of the committee. The committee will arrange a meeting with that faculty member, and the matter will be discussed.

Identification Cards

Any new faculty or staff member who wishes to have a Waynesburg College faculty identification card should contact the student life office.

Motor Vehicle Registration

Faculty and professional staff members are requested to register any motorized vehicle which is used for transportation and parked in the general area of the college. Stickers marked "Faculty and Staff" are distributed at the student life office. These are to be attached to the left rear bumper of the car. This car registration provides a simple method of identification of staff and student cars and permits the college to patrol more effectively those areas reserved for faculty parking.

Office Hours

Administrative offices are open Monday through Friday from 8:30 a.m. until 4:30 p.m. (closed during lunch hour from 12:00 noon

to 1:00 p.m.) throughout the academic year. During the summer period, the offices close at 4:00 p.m. Offices are closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. December 24, December 26 and December 31 will also be observed as holidays if they fall on Monday through Friday.

Each faculty member is expected to maintain regular office hours. The schedule of office hours should be posted on the faculty office door so that students may know when they may confer with the faculty member.

Outside Employment

It is generally assumed that a full-time faculty or professional staff member will not accept outside employment which will be detrimental to the fulfillment of responsibilities to the college. Campus duties should be the faculty or staff member's chief concern. If any work is accepted elsewhere, regardless of its nature, during the regular academic year or during a summer term when the faculty member is teaching, the departmental chairman, academic dean, vice president or president should be apprised, as a matter of professional courtesy.

Professional Meetings

Faculty and staff members are urged to join professional societies and associations and attend their meetings. A professional advancement travel expense fund is available for this purpose.

Promotions

A promotion in any academic department is initiated by the

departmental chairman in consultation with the academic dean. The recommendation of the dean is then reviewed by the president and later by the Academic Matters Committee of the Board of Trustees.

Publicity and Publications

All news releases pertaining to college personnel, college activities, and college policies, are made through the director of college relations. All college-wide institutional publications are also handled through the director of college relations. The college relations office maintains biographical sketches and current photographs of all faculty and administrative personnel, for distribution to the media and for publication.

Race Relations Policy

Every person associated formally with Waynesburg College in its internal institutional life, whether a member of the faculty, staff, or student body, is to be free from discrimination based on race, creed, color, or national origin.

The purpose of the institution is one of providing a program of higher education. Therefore, an elaboration of the above principle in relation to the students of the college is appropriate. Each student shall have an opportunity to develop freely as an individual. This opportunity shall prevail from the moment he applies for admission, and in all aspects of his presence as an enrolled student, including the academic program, the availability of financial aids, the accommodations in the residence halls and in dining, and the right to participate in student organizations and in college-sponsored activities. No student shall be excluded from any position or activity because of his race, creed, color, or national origin.

Waynesburg College shall conduct its numerous relationships with organizations and groups beyond the campus in such a way that the integrity of its nondiscriminatory policy shall not be jeopardized.

Schedule of Course Offerings

Each spring a preliminary schedule of course offerings is prepared for the first and second semesters of the following academic year in order that students may preregister before they leave for summer vacation. The preparation of the schedule is an administrative function, and is the responsibility of the registrar who is assisted by the departmental chairman and the academic dean. Final schedules are prepared preliminary to the opening of each semester.

Speakers Policy

As a liberal arts institution, Waynesburg College is dedicated to the task of providing opportunities for students and faculty to unite in the acquisition of knowledge. This task is undertaken so that we might be aware of past and present thoughts and beliefs that surround man and that are shaping the future of the world.

We learn and grow intellectually through encounters with different ideas about life, written and spoken. This often means exchanging ideas with people who represent another thought pattern, another value system, or another culture. Such encounters are the laboratories of learning.

We, therefore, affirm in this speakers policy our character as an academic institution by providing opportunities for advocates of different ideas to be heard and subjected to questioning. However,

wisdom dictates and experience indicates that a completely open speakers policy is liable to serious abuse. The spirit of free inquiry has no meaning to the individual bent on destruction of basic personal and national principles. The college community has a right to protect itself against those who would use its forum for ulterior purposes.

The educational objectives of the college should be considered when speakers are invited to appear on the campus. The fact that a speaker appears on campus does not constitute an endorsement of his views.

The following policy guides shall pertain with respect to speakers from outside the college community:

- a. A speaker may be invited to the campus by the administrative officers, appropriate committees, or academic departments of the institution.
- b. An individual faculty member may invite to his classroom any person who, in the opinion of the faculty member, will contribute to the educational purpose of his class.
- c. Officially approved student organizations may invite speakers of their choice. Notice shall be given in writing to the office of the dean of student life upon the issuance of the invitation.
- d. Individual students or groups of students may invite speakers with the consent of the dean of student life.

Each component of the college community has a responsibility to the others, in order that the college as a total entity may serve a positive and constructive educational role. To this end, in the

selection of speakers, due regard should be accorded generally accepted standards of sanity and decency. Admittedly, these standards are not absolute, and are thus impossible of precise definition. Should any question arise, there should be available appropriate machinery to arrive at an informed judgment. For this purpose, that is, to act in the capacity of a review agency, the Special Events Committee, consisting as it does of members of the faculty, staff, and students, shall, at the request of the president, advise him with respect to the appropriateness of proposed programs.

Student Discipline

Infractions of college regulations and any disciplinary problems with students should be reported to the student life office. The college Judiciary Committee has the responsibility of hearing cases, referred to it by the dean of student life, involving violations of college regulations and other infractions detrimental to the college or community. It is assumed that all students are mature, responsible adults until they prove themselves to be otherwise. There is no wish to regiment behavior, but there is a need to maintain an atmosphere compatible with the academic objectives of the college and the intellectual goals of the faculty and students. The student handbook for 1975-77 is a recent compilation of student regulations.

If plagiarism or cheating on examinations is suspected, the faculty member should contact the student or students involved promptly and privately. A full written report should be given to the academic dean immediately (a copy of the report should go to the department chairman). Those students who admit to cheating or

plagiarism normally will receive an "F" in either the course or the particular test, at the faculty member's discretion. Those who assert their innocence will be heard by a faculty committee of three appointed by the assistant to the academic dean. Hearing procedures should be in accord with those contained in Article VI, Section D, of the "Joint Statement on Rights and Freedoms of Students" which was approved by the faculty in 1969.

Summer School

For the past several years, there have been two five-week terms in the summer. Since the enrollment is only about 10 to 20 per cent of the enrollment in the regular sessions, it is not possible for all of the faculty to be employed in the summer. The director of summer session and the department chairmen contact the faculty to ascertain which faculty members will be available for teaching in the summer session.

Tutoring

No faculty member should tutor his own students for compensation. Requests for tutorial assistance should be referred to the department chairman, the academic dean or to the student life office.

Use of College Facilities

Classrooms and laboratories in academic buildings used for regular college instruction are assigned and scheduled by the registrar. College organizations and committees using Alumni Hall, McCance Lecture Room, Snyder Lecture Hall, Martin Room, and the Student Life Conference Room schedule them through the secretary

nearest the facility requested. The gymnasium and the athletic fields are scheduled by the director of athletics; the playhouse is scheduled by the chairman of the Fine Arts Department. The Student Life Office schedules facilities in the student union and the dormitories, including the west wing of Walton Hall. The food service manager schedules all breakfast, luncheon, and dinner meetings that involve college personnel and are related to college functions. Charges will depend on the meal, menu, and service requested.

All requests for use of college facilities by individuals, groups, and organizations for non-college related purposes should be directed to the vice president for business and finance. If the group or organization is of a non-profit nature and a charge is not levied on the participants, there is usually no charge made, unless the request is for use of a facility that would ordinarily be closed, or when special equipment, furniture, or extra staff services would be required; in such cases, a charge will be made at the going rate, taking into consideration labor and overhead costs. If the individual, group, or organization is making a profit from the use of the facility or charging a fee to the participants, a charge will be made at the going rate, taking into consideration labor and overhead costs. Charges for meals served in Benedum Hall will depend on the menu and service requested.

Vacations for Administrative Staff Members

All members of the full-time administrative staff are entitled to one month's vacation. This is interpreted as meaning twenty-two

working days. Vacations may be taken any time during the year, with the approval of the immediate supervisor. Two additional days of vacation are permitted during the Spring recess. Since college offices remain open during the recess, the vacation days must be scheduled by the appropriate staff members on a staggered basis. Vacation days are noncumulative; they must be taken during the calendar year.